

460-3819

1960

MEMORANDUM FOR: Chief, Support Staff  
WH Division

THROUGH : Special Support Assistant to the Deputy Director  
(Support)

SUBJECT : SF Position - [REDACTED]

25X1A

REFERENCES : a. Memo dtd 18 Jan 60 to Compt fr C/WH Support, same  
subject  
b. Memo undtd to Compt fr SSA-DD/S, same subject

1. The proposal to establish an SF position in [REDACTED] is welcomed by this Office since such a position occupied by an experienced Finance Officer will provide Class A accounting coverage at this large Class B Station and will permit the logical expansion of the South American [REDACTED] At the present time, this Office [REDACTED] location by temporary visits of the [REDACTED]

25X1A6a

2. Since the position and ceiling will be furnished by the WH Division, this Office will endeavor to work out the necessary average grade points with Salary and Wage Division, Office of Personnel.

E. H. SAUNDERS  
Comptroller

Attachments

RIJ:epf

Distribution:

O&I - Addressee

1 - SSA-DD/S

— 1-Signer

DOC	20	2-4-81	106199
ORIG COMP	—	38	01
ORIG CLASS	5	4	5
JUST	22	2011	ANTR: BR 10-2

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP	
TO	NAME AND ADDRESS INITIALS DATE
1	Mrs. Saunders
2	
3	
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ACTION	DIRECT REPLY PREPARE REPLY
APPROVAL	DISPATCH RECOMMENDATION
COMMENT	FILE RETURN
CONCURRENCE	INFORMATION SIGNATURE
Remarks:	
<p>I called [redacted] to get an interpretation of his memo. The interpretation is:</p> <ol style="list-style-type: none"> <li>1 - WH would provide slot</li> <li>2 - SF Career Board would provide the 3 points (difference between our average grade and the GS-12 being requested)</li> <li>3 - That since this is new job, it would be appropriate for us to request</li> </ol>	
FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE	DATE
[redacted]	1/26/60
UNCLASSIFIED	CONFIDENTIAL SECRET

25X1A

25X1A9a

FORM NO. 237  
1 APR 55Replaces Form 30-4  
which may be used.(40)  
U. S. GOVERNMENT PRINTING OFFICE : 1955 - O-342531

60-3238

000-6187

~~SECRET~~

MEMORANDUM FOR: Comptroller

SUBJECT: SF, GS-12 Position for [REDACTED] Station

25X1A6a

REFERENCE: Memo for Comptroller fr C/WH dtd 18 Jan 60,  
same subject

25X1A6a

1. Referenced memorandum (attached) is not intended to be the action document by which the proposed GS-12 position at [REDACTED] would be officially established. Rather, the WH Division is seeking your concurrence in the establishing of the position and that when established the SF Career Service would be looked to to provide qualified candidates.

25X1A6a

2. On the above basis, please signify your concurrence in the establishment of the position bearing an SF service designation. The WH Division will then proceed, within the Clandestine Services, to obtain the necessary approvals for the position. Thereafter, the WH Division will deal directly with you respecting the nomination of candidates for the job.

[REDACTED] A9a

Special Support Assistant/DDS

Attachment:  
reference

~~SECRET~~

25X1A6a-3238

18 January 1960

MEMORANDUM FOR: Comptroller

VIA: SSA/DDS

SUBJECT: SF, GS-12 Position for [REDACTED] Station

25X1A6a

25X1A6a 1. The support, and particularly the finance activities of the [REDACTED] 25X1A6a  
[REDACTED] Station have been steadily increasing over the past several years.  
About one year ago the Division contemplated requesting the assignment of a  
qualified finance officer to the station and conversion from Class B to Class  
25X1C A. At that time [REDACTED] concurrence  
for an increase [REDACTED] suspended until  
completion of tour of the Administrative Assistant. Her tour will expire  
on 27 May 1960 and it is our desire that she be replaced by a qualified  
finance officer.

2. Specifically, our recommendations are:

(a) The present GS-9, Administrative Assistant (D Career  
Service) position be eliminated.

25X1A6a (b) A new SF position, GS-12, Administrative Officer be  
established. (The same position now provided for [REDACTED] 25X1A6a  
[REDACTED] Stations.)

(c) The Comptroller nominate qualified candidates to fill  
the new position.

25X1C4a 3. Early action on our recommendations is desired as all personnel of  
the station are [REDACTED] which will require 3-4 months  
for processing. It is desired that there be about two weeks overlap between  
the new officer and the present incumbent.

[REDACTED]  
Chief, WH Support

25X1A9a

~~SECRET~~